

Mandatory Scored Questions

Offerors must answer all the questions in this spreadsheet in the cell provided.

Failure to answer these questions will result in disqualification of the proposal.

Offerors must indicate whether their proposal meets the individual requirement and provide a supporting narrative in the space provided. The narrative description, along with any required supporting materials, will be evaluated and awarded points in accordance with Section 6, Proposal Evaluation and Award. ONLY upload documents if there is a Yes in the "Upload Attchts with Additional Information?" column, to provide additional information about specific questions. Documents not requested in this column will not be evaluated.

DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

Question #	Questions per Proposal Factors/Categories	Response by Offeror	Upload Attchts with Additional Information?	Attachment File Name
	Experience			
1	Offeror must possess a minimum of 5 years of documented experience providing contract management services with a similar scope of services.	SKFF experience in project/contract management spans over a period of 7+ years in the UK. SKFF Inc. responsibility includes coordinating subcontracting government agencies/further education providers to support the delivery of teenage parenting education projects. Attached is evidence of case studies of projects in the Greater London Area, UK, England.	Yes	
2	Offeror must submit a list of all clients for whom similar services, as detailed in this RFP, have been provided during the past three years. The list must include: dates of service, name of contact person, title of contact person, address, and phone number of contact person	Supplier reference request form is attached from clients for services provided during the past 3 years. Contact information attached as a separate document.	Yes	
3	Offeror must provide at least 3 references from former clients to whom they provided contract management services with a similar scope of service to those in this solicitation. Each reference must include the following: client name, contact person, phone number, email address, and the scope of service	Attached are 3 references of former clients in the format of a supplier reference request form. Supplier references contains contact person name, phone number, email address and scope of the service. The reference for Hackney Learning Trust includes the evaluation report for the provision supplied by SKFF and provided as a sample report for QR3.	Yes	
4	Offeror must disclose any services terminated by the client(s) and the reason for termination	SKFF Inc. confirms, services provided to date has not been terminated by clients.	Yes	
	Financial Stability			
1	Offeror must provide a copy of the most recent audited financial report if a public company. The offeror must, if not a public company, provide a copy of the most recent internal financial statement and a letter from their financial institution stating the offeror's financial stability. The letter must be on the financial institution's letterhead.	SKFF Inc. is unable to provide audited accounts due to non receipt of funds and donations to present day. Attached is a statement from the Officer of the company in addition to recently filed accounts. A letter of verification for the business account is given by the financial institute Wells Fargo.	Yes	
2	Offeror must disclose any pending or current litigation against their company. If None type "None" in the comments section.	None	Yes	
3	Offeror must disclose any bankruptcies filed in the last ten years. If None type "None" in the comments section.	None	Yes	

	Organization Composition			
1	Offeror must be a 501 (c)(3) organization, including having a board that hires and supervises the agency's director and provides oversight for organizational operations.	SKFF Inc. confirms it is a 501(c)(3) organization, there are 5 officers (Board of Directors). It is the responsibility of the Board of Directors to supervise the Executive Director and have oversight of SKFF operations.	Yes	
	Technical Requirements			
1	Offeror must describe their approach to creating and administering a grant application process, including announcement, review and administration.	SKFF Inc. has researched suitable providers who are able to deliver the service based on organizational business activities and meeting the requirement for being a not for profit and to ensure organizations mission statement aligns to positive alternatives for pregnancy and parenting education. In terms of the application process for the program providers are informed of the requirements of the program and are issued with the relevant documentation provided by DPH, for example service providers application form and Exhibit B and C. An initial meeting will be held with the service provider to review the application form and it is deliverables and discuss and initially assess if the provider has the ability to deliver all or part of the deliverables. Following the initial meeting service providers will then be instructed to complete DPH application form, completed application forms are reviewed and scored according to the information provided (scoring sheet devised to meet DPH application form requirements).	No	
2	Offeror must describe their approach to evaluating provider grant applications on a competitive basis and recommending providers to DPH.	SKFF Inc. will utilize a scored assessment grading document to evaluate providers applications. Successful applicants will need to meet the score total for each answers as listed in Exhibit supplied in the DPH service provider application. SKFF inc will make recommendations to DPH regarding the suitability of successful applicants/service providers by submitting a scored summary sheet, highlighting total score for each answered questions and evaluative feedback. This will also be made available to the applicant.	No	
3	Offeror must describe their approach to selecting qualified providers to participate in the program.	SKFF Inc. has researched providers suitability by reviewing providers business activities, mission statement and checking ability to deliver services i.e. accreditations/license, CV/biography of staff delivering the service, site checks/risk assessment for the delivery of the service provision, suitable insurance cover, references from existing/past clients or annual reports for funded projects. Service providers will complete DPH application form and supply supporting data. The application will be assessed and scored and a scored summary sheet completed which includes evaluative feedback statements.	No	
4	Offeror must describe their approach to communicating written acceptance or denial of grant applications that have been approved by DPH, to Direct Client Service Providers.	SKFF Inc. written responses to providers would be in a written format (letter), letters will be sent electronically (via email) and a hard copy by registered mail. SKFF would provide an assessment grading of the application outlining the outcome of their responses. A standard letter would be provided to service providers with notification of acceptance or denial of their application.	No	

5	Offeror must describe their approach to monitoring the continual compliance with the subcontract and ensuring that providers fulfill all subcontract requirements.	SKFF Inc. will monitor the progress of subcontractors through monthly progress reports. Template monthly progress reports will be provided to service providers in line with contractual requirements. Monthly report will include evidence of documented outcomes. Monthly support meetings will be scheduled with subcontractors for the purpose of supporting and ensuring continual compliance.	No	
6	Offeror must describe their approach to processing, inspecting, reviewing, and approving subcontractors' budgets, invoices for payment, and documentation of expenditures.	SKFF Inc. will work with partner agency Cyril Associates LLC (CPA), who is assigned to process, inspect, review and approve sub contractors budgets, invoice and documented expenditure for approval of payment.	No	
7	Offeror must describe their approach to maintaining records for each grant applicant and award.	SKFF Inc. will maintain all records/data such as personal/confidential data, qualitative data (service records), billings, invoice and any other financial books and records in a secure unit at the registered office. All accounting data will be maintained according to accounting principles acceptable to the state. Data stored at the registered office site will be stored/maintained for a period 5 years.	No	
8	Offeror must describe their approach to coordinating activities and correspondence between the DPH and Direct Client Service Providers.	SKFF Inc. Executive Director/Project Manager and Project Co-coordinator (Cyril Associates LLC) will be responsible for coordinating activities and correspondence between DPH and direct client service providers. Activities will be laid out clearly in MOU and Service Level Agreements. Action plans will be in place with service providers with clear	No	
9	Offeror must describe their approach to developing and implementing an evaluation plan to monitor progress and outcomes for the proposed Pregnancy Support Services.	SKFF Inc. will assign manager(s)/coordinator the responsibility for collecting qualitative evaluation data. The evaluation plan will have defined roles to inform who will be responsible for ensuring evaluation activities are being conducted as planned and include scheduled evaluation/review meetings. Other aspects of designated roles will include, gathering and analyzing data, interpreting data for the purpose of reporting, review and implementation of findings and disseminating findings.	No	
Staffing				
1	The offeror must provide an organizational chart including all staff that will be used in the course of the resulting contract showing reporting relationships within their organization and a biography for agency director.	SKFF Inc. organizational chart attached which includes staff that will be used in the course of the resulting contract. Additionally, a biography of the Executive Director.	Yes	
Implementation				
1	The offeror must submit an implementation plan in response to this RFP to ensure a smooth transition of services to be provided under the new contract. The implementation plan shall include all tasks to be performed and milestone dates.	SKFF Inc. implementation plan is attached, in response to the RFP.	Yes	
2	The offeror must describe their approach to develop and implement direct service provider contracts within 30 days of contract execution date.	SKFF Inc. has a shell provider service level agreement and contract in place, this document will be adapted to meet the requirements of the project/service provision and in line with DPH mandatory documents to be used with sub-contractors.	No	
Reporting				

1	Offeror must describe its ability to collect and report appropriate documentation as required by DPH.	SKFF Inc. is experienced in providing quarterly and end of year program reports. Our quarterly reports consist of project progress and outcomes in line with agreed contractual milestones. Evidence of milestones and outcomes would be provided including relevant data i.e. attendance records, numbers recruited etc. DPH would be informed of any pending issues in terms of service deliverables related to the project and how this will be rectified to meet projected milestones/outcomes.	No	
2	Offeror must describe its ability to submit timely and complete quarterly and end of the year programmatic reports.	Reports will be diarized in work schedules i.e. implementation/evaluation plan. Information required to be submitted from sub-contracting agencies will be collated in a timely fashion, this will be outlined/ written into contracts/SLA's and MOU's.	No	
3	The offeror must provide samples of all available standard reports.	Sample reports attached for similar projects which ran in the UK with Local Government in the Greater London Area.	Yes	